

SAMPLE TELEWORK AGREEMENT

This sample form provides you with some examples of employee and manager information that you would want to include in a telework agreement. There should be a discussion between the manager and the employee to review the terms and conditions.

Basic Information

- ✓ Employee Name
- ✓ Manager Name
- ✓ Center, Group
- ✓ Duty Station Address
- ✓ Work Telephone and Fax
- ✓ Work E-mail

Telework Arrangement Specifics

- ✓ Kind of telework – ad hoc (short duration) or regular
- ✓ Timeframe – days/month, days/week, or other
- ✓ Specific days requested
- ✓ Tour of duty dates – telework schedule begin and end dates

Assignments and Communication

What job tasks will be performed when teleworking?

What methods of communication will be used when teleworking?

What steps will be used for handling documents when teleworking?

Employee Signature _____ Date: _____

Manager Signature: _____ Date: _____

Approved for period of: _____

Denied, because _____

Eligible for reconsideration: _____